



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
C BTRY, 2<sup>nd</sup> BN, 6<sup>th</sup> Air Defense Artillery Regiment  
2745 Miner Road  
FORT SILL, OK 73503

ATSA-TPY-C

29 September 2016

MEMORANDUM FOR Students, Army Medical Department Direct Commission Course

SUBJECT: Introduction to the Army Medical Department Direct Commission Course

1. Welcome to the United States Army Medical Department Direct Commission Course (AMEDD DCC). I am your Battery Commander, CPT Sandy Jackson. You are assigned to Charlie Battery, 2<sup>nd</sup> Battalion, 6<sup>th</sup> Air Defense Artillery Regiment, 30<sup>th</sup> Air Defense Artillery Brigade at Fort Sill, Oklahoma for the duration of the DCC.

2. Our mission at the Direct Commission Course is to develop and train officers on fundamental skills, leadership, physical fitness, mental toughness, tactical and technical proficiency, who are ready today to join our Army at war while taking care of our Soldiers, Civilians, and Army Families. My Officers and Non-Commissioned Officers will coach, teach, and mentor you in fundamental Soldier skills. These skills will give you a solid foundation in leadership, physical fitness, mental toughness, tactical and technical proficiency in order to aid you in the execution of your branch's mission. My cadre expects you to come to this course with a positive attitude and a team-first, never-quit mentality that embodies the Warrior Ethos, a strong desire to learn, and the will to live the Army values 24/7. You are Officers and, therefore, leaders in the finest fighting force in history. I fully trust that your actions and conduct will reflect this awesome and honorable responsibility. My cadre and I are committed to your development as an Officer and will display the highest standards of professionalism at all times. This course will challenge you mentally and physically; we will not send you away untrained or unready for today's battlefield.

3. Refer to the DCC website at <http://sill-www.army.mil/30ADA/2-6/index.html> as it contains valuable information about the course. If you have questions or concerns this letter does not address, please contact me or the following individuals:

a. CPT Sandy O. Jackson at [sandy.o.jackson.mil@mail.mil](mailto:sandy.o.jackson.mil@mail.mil), or (580)558-5216.

b. 1SG Jeremy J. Kagan at [Jeremy.j.kagan.mil@mail.mil](mailto:Jeremy.j.kagan.mil@mail.mil), or (580)558-5217.

4. Reporting. You will report to DCC no later than 1800 on your class report date. You may report in civilian clothing. You will report to Building 2765 Miner Road, Fort Sill, OK 73503. Park and follow signs to the classroom where in-processing will take place. If you think you will be late, please contact 1SG Kagan.

5. Lodging. Students will reside in the Charlie Battery Dormitories located in Building 2745 for the duration of their time at DCC.

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- a. Each student will have a roommate of the same gender. Cadre assign rooms prior to student arrival. The Battery Operations NCO will issue a room key to each student for the room in which he or she will reside.
  - b. Due to limited space in the dorm room, please keep personal belongings to a minimum. Each room has a shower, toilet, bed, chair, desk, lamp, and lockable closet for each student. Cadre will issue linen and bedding, including two sheets, a blanket, pillow, and pillow case to each student during in-processing. Students do not need to provide their own linen.
  - c. You are not authorized to store or consume alcohol in the barracks.
6. Driving on post. Effective February 1, 2015, those who attempt to enter Fort Sill without a federal government-issued identification card (Military ID, Military Dependent ID, Common Access Card or Automated Installation Entry Card) or a visitor's pass will be subject to a background check before being allowed to enter the installation unescorted. The Fort Sill Visitor Control Center is located to the just before and to the right of the entrance to Fort Sill Bentley Gate on Sheridan Road just north of Rogers Lane. As of February 1, 2015, the VCC is open 0530-2100 hours 7 days a week to process background checks and issue visitor's passes. Please plan extra time for your visit to Fort Sill and arrive early to process through the VCC to obtain your pass. The process should take approximately 5-7 minutes per person. When driving on post, you may not send text messages. You may make phone calls, provided you use a completely hands free device. Please bring a copy of your vehicle registration and proof of insurance as cadre will inspect your vehicle for safety during in-processing. For further information regarding Fort Sill gate access information, please check the links below.
- a. <http://sill-www.army.mil/ADASchool/gatehrs.html>
  - b. <http://sill-www.army.mil/vcc/>
7. In-Processing. When you arrive, you will sign in to DCC. Be prepared to provide a copy of your orders, TDY paperwork, and to fill out a personal data sheet. You will then sign for a dorm room and for equipment required for use throughout the course. During the first week of DCC, you will in process the Army, including medical and dental processing, uniform fit and purchase, finance, and various other personnel processing actions. To make processing smooth, please bring the following items:
- a. A black or ACU/OCF pattern backpack to carry documents.
  - b. Several black pens and a small notebook.
  - c. Twenty (20) copies of your original orders and all amendments.
  - d. Five (5) copies of DD Form 1610 (TDY paperwork).

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- e. Military ID card/common access card and ID tags if you currently have them. If you do not have a common access card, personnel processors will issue one to you. Be sure to bring another form of photo identification.
- f. Three (3) certified true copies of dependents photo ID (such as driver's license, passport, "green card", etc.), birth certificates, and social security cards. These are used to enroll your dependents in DEERS. All documents must be originals or "Certified True Copies".
- g. Five (5) certified true copies of your marriage certificate, if applicable.
- h. Five (5) certified true copies of child support orders and/or custody orders, if applicable.
- i. Three (3) copies of SF 1199A (Direct Deposit Form) from your bank or a voided check from your checking account to start or update the direct deposit of your pay.
- j. Emergency point of contact information and contact information for your parents/spouse and/or immediate family.
- k. Two (2) copies of your driver's license, automobile registration, and proof of insurance (if applicable).
- l. A copy of your 201 file and/or DD214, (if applicable.)
- m. Bring copies of DD93 and SGLV (if applicable or if produced from ARNG/USARC unit prior to entry into AMEDD DCC) if you have one.
- n. Two (2) copies of dependents' insurance and primary physician contact information.
- o. One original and one copy of eyeglass prescriptions, medical records, dental records, and shot records.
- p. A copy of your DA Form 31 if you are coming off leave.
- q. If you have a government travel card, please bring it. If not, you will apply for a government travel card while at DCC.
- r. Prior enlisted Officers must bring two (2) copies of prior and current oaths of office (DA Form 71), DD Form 214, DD Form 220, DD Form 215, enlistment/re-enlistment contracts, ROTC contract (DA Form 597), Reserve contracts, Reserve SMP form (DA Form 4824-R), simultaneous membership program agreement, oath of extension, NGB Form 22, DD Form 93 and SGLV, and retirement points worksheet.

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- s. National Guard and Reserve Officers must bring two (2) copies of lease agreements or mortgage payments, if applicable. You will need this paperwork to start your basic allowance for housing. National Guard and Reserve Officers must also bring two (2) copies of their leave and earnings statement.
8. Report to DCC in good physical condition. To graduate the course, you will be administered the Army Physical Fitness Test.
9. You are not authorized to bring privately owned weapons to DCC.
10. Uniforms and packing list items. Please review the attached packing list. While at DCC, you will only wear the Operational Camouflage Pattern (OCP) Uniform and Army Physical Fitness Uniform; however, you must also possess the Army Service Uniform for AMEDD BOLC at Fort Sam Houston, San Antonio, TX. I have allotted time during the first full day of the course for uniform fit and purchase at the Fort Sill Military Clothing and Sales. Although it may be easier for you to procure the majority of the packing list items before reporting to the course, you may also purchase items at that time. In order to purchase these uniforms, you must allot a minimum of \$500 cash or check the day of purchase.
11. Review the attached packing list and training calendar to ensure you arrive on time. Do not hesitate to contact us if you have any questions. We look forward to training you.
12. The Point of Contact for this memorandum is the undersigned at (580)558-5216.

///ORIGINAL SIGNED///  
SANDY O. JACKSON  
CPT, AD  
Commanding